



expertise in action™

Affiliated Computer Services, Inc.

411 East Franklin Street, Suite 202
Richmond, VA 23219

Dear EDI Submitter,

We are in the process of transitioning the Department of Medical Assistance Services (DMAS) Fiscal Agent Services contract to ACS, Inc. from First Health Services Corp.

We will be testing the transition of EDI batch processing during the months of February through April 30, 2010 in anticipation of a June, 2010 cutover.

In preparation for the testing period we will be assigning and communicating a new password to you at the email address used for this communication.

Your User ID will remain your currently assigned four-digit Service Center number.

This set-up process will take several weeks and you should receive your new password by the end of March, 2010. More information regarding the testing process will be included in the email you receive from ACS.

Using an FTP application, drop off and pick up your test files at: grabit.acs-shc.com. If you plan to use a web browser, drop off and pick up your test files at: <http://grabit.acs-shc.com>.

To foster a smooth transition of EDI batch processing to ACS, when you receive the password confirmation email mentioned above, please perform the Quality Assurance (Testing) Procedure described on the following page.

The intent of this test is a communications validation to ensure on the first day of the transition, you will be able to conduct business with ACS just as you do with the incumbent fiscal agent today. We have already successfully completed internal testing of HIPAA compliant transactions and therefore will not be performing full end to end testing with all EDI Service Centers individually. Our test will validate that you are able to upload a file to the FTP server and that you receive a 997 acknowledgement of the file received.

Thank you for your cooperation as we work through the transition activities.

ACS looks forward to supporting your Virginia DMAS EDI Services.

Warm Regards,

ACS Fiscal Agent Services



expertise in action™

Quality Assurance (testing) Procedure:

STEP	ACTION						
1.	Navigate to: FTP site: grabit.acs-shc.com. or Web browser use: http://grabit.acs-shc.com						
2.	<p>Login with your existing User ID and your new password.</p> <table border="1"> <tr> <th>IF</th><th>THEN</th></tr> <tr> <td>Your User ID and password does not work</td><td>Go to step 6</td></tr> </table>	IF	THEN	Your User ID and password does not work	Go to step 6		
IF	THEN						
Your User ID and password does not work	Go to step 6						
3.	<p>Upload to the “TEST-IN” folder a test file for each of your currently approved EDI submission transactions.</p> <p><i>NOTE:</i></p> <ul style="list-style-type: none"> <i>If you are approved for several transactions, just choose one transaction type for this communication test.</i> <i>In the production environment, you will upload your files to the “IN” folder.</i> 						
4.	Return to your daily work routine while the system processes your test transaction. About an hour later, come back to the next step in this procedure						
5.	<p>Log into the EDI site and view the contents of the “TEST-OUT” folder.</p> <table border="1"> <tr> <th>IF</th><th>THEN</th></tr> <tr> <td>997 Interchange Acknowledgement is present</td><td>Your test completed successfully. Go to step 7.</td></tr> <tr> <td>You did not receive a 997 confirmation, or you received an error response</td><td>An error occurred. Go to step 6.</td></tr> </table>	IF	THEN	997 Interchange Acknowledgement is present	Your test completed successfully. Go to step 7.	You did not receive a 997 confirmation, or you received an error response	An error occurred. Go to step 6.
IF	THEN						
997 Interchange Acknowledgement is present	Your test completed successfully. Go to step 7.						
You did not receive a 997 confirmation, or you received an error response	An error occurred. Go to step 6.						
6.	<p>Send an email to Virginia.EDISupport@acs-inc.com. Please include the following information:</p> <ul style="list-style-type: none"> □ In the Subject Line of your email, type the following: EDI TESTING ISSUE – [insert your service center name here] □ In the body of your email, copy & paste the bullets below, then provide the respective details: <ul style="list-style-type: none"> ○ First & Last Name: ○ Phone Number: ○ Describe the Issue: <p><i>RESULT: ACS will investigate and work to resolve the issue. You may be asked to repeat this quality assurance procedure.</i></p>						
7.	<p>Send an email to Virginia.EDISupport@acs-inc.com to confirm that your test completed successfully.</p> <ul style="list-style-type: none"> □ In the Subject line of your email, type the following: EDI TESTING SUCCESSFUL – [insert your service center name here] 						

Congratulations!!

You successfully completed the quality assurance procedure. You are now ready to submit EDI transactions to ACS after the cutover occurs in June. Thank you for your time to ensure a smooth transition of claims processing to ACS, Inc.